

SUNNYVALE CITY COUNCIL

Tony Spitaleri
Councilmember
Seat #1
Term Expires 2009



John Howe
Councilmember
Seat #3
Term Expires 2009



Otto Lee
Vice Mayor
Seat #5
Term Expires 2007



Ron Swegles
Mayor
Seat #6
Term Expires 2007



Melinda Hamilton
Councilmember
Seat #7
Term Expires 2007



Dean J. Chu
Councilmember
Seat #4
Term Expires 2007



Christopher R. Moylan
Councilmember
Seat #2
Term Expires 2009



SUNNYVALE CITY COUNCIL CHAMBERS

City Clerk
Katherine Chappellear

City Manager
Amy Chan
Assistant City Manager
Robert Walker

City Attorney
David Kahn

Community Development Director
Robert Paternoster

CITY GOVERNANCE

The City of Sunnyvale operates under a Council/Manager form of government. The City Council, as the legislative body, represents the entire community and is empowered by the City Charter to formulate Citywide policy.

Seven Councilmembers are elected at large by City voters for numbered seats and serve a four-year term. The City Charter limits Councilmembers to serving two consecutive terms. The Mayor and Vice-Mayor are selected from among the ranks of Council and serve one-year terms.

The City Manager is appointed by Council and serves as the chief executive officer, responsible for day-to-day administration of City affairs and implementation of Council policies.

The City Attorney, also appointed by Council, advises and represents the City and Council in all legal affairs.

Council generally meets every Tuesday evening beginning at 7 p.m. Often Council will hold study sessions prior to the regular meetings to review specific issues in depth. With few exceptions as allowed by law, all Council meetings are open to the public.

ADDRESSING THE COUNCIL

Every effort will be made to ensure that the public has ample opportunity to address Council.

At the beginning of the meeting, time is set aside for public announcements of upcoming community events or programs. Speakers are limited to three minutes and no Council discussion or action will be taken at that time.

The public has the opportunity to speak on all items listed on the agenda prior to Council taking final action. Speaker cards, available at the back of Council Chambers, should be filled out and handed to the City Clerk prior to speaking. Once items are opened for discussion, citizens wishing to speak should approach the podium, state their name and direct questions or comments to the Mayor. Again, speakers are limited to three minutes.

Near the beginning of the meeting, immediately following the consent calendar, the public may address Council on issues or concerns not included on the agenda. At that time, Council may discuss these items with the public or direct staff to handle matters involving regular City services. Any necessary Council action would be placed on a future agenda for full public consideration.

AGENDA

The agenda is the official guide for council meetings. Prepared by staff in consultation with Council, the agenda includes current legislative and policy issues that must be reviewed by the full Council. By law, Council cannot take action on items or issues that are not listed on the agenda.

Items usually are placed on the agenda at the request of Council or staff members. Members of the Public who would like Council to review a particular item should send a formal written request to the Office of the Mayor. The Mayor will review the item and the member of the public will be notified of any pending council action or follow-up.

Agendas are published in the *San Jose Mercury News* on Mondays prior to Council meetings. The agenda is posted in the Library, the City Hall lobby and the Department of Public Safety lobby at least 72 hours prior to any regular Council meeting. Copies of the related staff reports are also available in the Library after 10 a.m. on Saturdays, in the City Clerk's office after 8 a.m. the Monday before Council meetings and on the night of the meeting on tables located in the rear of Council Chambers. Agendas, minutes and reports also are posted on the City's Web site at www.sunnyvale.ca.gov. Council meetings are televised live on KSUN-15, the City's government access cable TV channel. Meetings also are replayed Wednesday evening at 7 p.m. and Saturday afternoon at 4 p.m. Videotapes of the meetings can be checked out from the Sunnyvale Library.



KSUN 15
SUNNYVALE GOVERNMENT ACCESS TELEVISION

Sunnyvale City Council meetings are broadcast live on KSUN-15, Sunnyvale's government access television channel. Meetings are rebroadcast several times throughout the week. Visit www.sunnyvale.ca.gov for the KSUN-15 broadcast schedule.

Closed Sessions are meetings where Council specifically addresses certain confidential issues, including personnel and litigation matters. For reasons of confidentiality specified by state law, a closed session is the only Council meeting not open to the general public.

General Business includes all items that will be reviewed by Council at the scheduled meeting. Items are usually ordered so those carried over from a previous meeting or which have greater public interest can be placed earlier on the agenda.

An **Information Item**, which usually takes the form of a staff report prepared to provide additional information to Council on a specific item, requires no formal action. Council may, however, take action related to an information item.

Items to be Continued are agenda items, usually regarding land use planning issues, where Council has received a request for continuation to a future proceeding. Those members of the public who wish to address Council on a continued item, but who will be unable to attend a future meeting, are encouraged to submit comments in writing.

Legislative Policy and Budget Planning takes place at the end of each year when Council identifies policy and budget issues it will consider during the following year. These issues come to Council from the public, advisory boards, individual Councilmembers and City staff. Their annual planning allows Council to establish priorities and make effective use of City resources to study issues of highest community concern.

Motions can be used to establish Council policy and procedures. It is the most common Council action for dealing with an agenda item.

Ordinances are municipal laws affecting the general health, safety and welfare of the public. All ordinances, except those dealing with elections and zoning, become part of the Municipal Code. With the exception of emergency ordinances, all ordinances must go through readings or presentations at two separate City Council meetings. Most ordinances do not become effective until 30 days after approval.

A **Quorum** of four Councilmembers is needed to convene a meeting for formal action on agenda items.

The **Redevelopment Agency** is a separate legal body. Its membership is comprised of all

Councilmembers, with the Mayor serving as chairperson. The agency oversees the redevelopment activities in the downtown Sunnyvale area.

Resolutions are formalized Council motions and are filed by number in the City Clerk's office. Resolutions become effective upon passage.

Study Sessions are public meetings usually held before scheduled Council meetings to provide an opportunity for in-depth review of a special issue or project. No formal action is taken at study sessions.

The **Consent Calendar** is a list of agenda items that implements an earlier Council action or require only routine review by Council. Only one motion is needed for the adoption of all items listed on the calendar. Any Councilmember, staff or member of the public can request that specific items be removed from the Consent Calendar for separate discussion and action.

Zoning Districts are planning tools that control density, height limitations and other land use throughout the City in residential (R), commercial (C) and industrial (M) areas. A major portion of Council meetings may be devoted to review of planning issues such as zoning changes, special development and use permits.

BOARDS AND COMMISSIONS

Boards and commissions advise the City Council on policy issues. All board and commission members are appointed by Council, usually for a term of four years. All meetings are open to the public. Agendas are posted in the Library and City Hall lobby at least 72 hours prior to any regularly scheduled meeting. Recruitment for applications takes place in the spring and most appointments are made in June each year.

Applications may be obtained from the City Clerk, 603 All America Way, Sunnyvale, (408) 730-7483, or from the City's Web site at www.sunnyvale.ca.gov.

Advisory Council to Council on Aging (Santa Clara County) – Meetings are held on the first Monday of each month at 1 p.m. at the United Way Building, 1922 The Alameda, San Jose.

Arts Commission – Meetings are held on the third Wednesday of the month at 7 p.m. in the Council Chambers.

Bicycle and Pedestrian Advisory Committee – Meetings are held on the third Thursday of the month at 6:30 p.m. in the City Hall West Conference Room.

Board of Building Code Appeals – Meetings are held on the third Wednesday of the month (as needed) at 7 p.m. in Council Chambers.

Board of Library Trustees – Meetings are held on the first Monday of the month at 7 p.m. in Council Chambers.

Child Care Advisory Board – Meetings are held the second Tuesday of each quarter, from 11:30 a.m. to 1:30 p.m. in the City Hall West Conference Room.

Heritage Preservation Commission

– Meetings are held the first Wednesday of every other month at 7 p.m. in the City Hall West Conference Room.

Housing and Human Services Commission

– Meetings are held the fourth Wednesday of each month at 7 p.m. in the City Hall West Conference Room.

Parks and Recreation Commission

– Meetings are held every second Wednesday of the month at 7:30 p.m. in Council Chambers.

Personnel Board – Meetings are held the third Monday of the month at 5 p.m. in Council Chambers.

Planning Commission – Meetings are held the second and fourth Monday of the month at 8 p.m. in Council Chambers. Study sessions are held prior to the Commission meetings at 7 p.m. in the City Hall West Conference Room.

FOR FURTHER INFORMATION

City Hall General Information
Office of the Mayor and Council
Office of the City Clerk (Agendas & Schedules)
Fax

(408) 730-7500
(408) 730-7473
(408) 730-7483
(408) 730-7696

TDD Access
SunDIAL 24-hour recorded City Information
City Council Agenda
E-mail

(408) 730-7501
(408) 774-0262
SunDIAL code 122
citymgr@ci.sunnyvale.ca.us

Pursuant to the Americans with Disabilities Act, if you need special assistance in a City Council meeting, please contact the City Clerk's Office at (408) 730-7483. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting. (29 CFR 35.104 ADA Title II)